

When you move or vacate a lab

1. Leave the lab space clean and orderly. You can request assistance from the Work Request Center.
2. Read the section of LBNL's Chemical Hygiene and Safety Plan: Laboratory Decommissioning (<http://www.lbl.gov/ehs/chsp/html/decommissioning.shtml>). This website covers your responsibility for cleaning surfaces, removing all chemical, physical, biological and radiological hazards, removal of chemicals, wastes and other materials, and required EH&S evaluation that this has been done in accordance with procedures.
3. The Project PI and Labspace Lead PIs are responsible for the appropriate disposition of all samples, chemicals and equipment that have been used in the course of the work and that are in the workspace being vacated:
 - a. All samples (e.g. rock, soil, cultures, water)
 - b. All chemicals, including both bar-coded chemicals in the Chemical Management System (<https://cms.lbl.gov/jsp/general/features.jsp>, imap login required) and solutions you have prepared that are not in the CMS.
 - c. All equipment and supplies, including equipment with bar-codes that is in the property management system and items that are not barcoded.
4. Work with ESD's Industrial Hygienist to determine how to transfer samples and chemicals to the new workspace
5. Work with ESD's Waste Generator assistant to determine how to dispose of unwanted samples and chemicals

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